



## OFFICE OF SYSTEMS INTEGRATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF SYSTEMS INTEGRATION	<b>RELEASE DATE:</b>	Tuesday, January 27, 2009
<b>POSITION TITLE:</b>	Deputy Director, Statewide Automated Welfare System Organization	<b>FINAL FILING DATE:</b>	Tuesday, February 10, 2009 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 9,512.00 / Month	<b>BULLETIN ID:</b>	01272009_2

### POSITION DESCRIPTION

(Salary commensurate with experience)

\*\*\*NOTE: Salary Range is Pending Department of Personnel Administration Approval\*\*\*

Under the general direction of the Director, the Deputy Director provides leadership and direction to the following Projects: Statewide Automated Welfare System (SAWS), (including the Interim Statewide Automated Welfare System [ISAWS]), Welfare Data Tracking Implementation (WDTIP), and Statewide Fingerprint Imaging System (SFIS). The Deputy Director, in collaboration with county welfare departments, agency representatives and directors of other state departments, has full statewide management responsibility for these automated information technology projects.

The Deputy Director provides executive leadership, organizes and directs the work of 167 state and consultant staff to support the goals of the Projects. The Deputy Director is a member of the OSI executive management team and has a significant impact on policy issues related to the mission of OSI and of importance to the Agency. The Deputy Director serves as the key advisor to the Director in all areas related to the SAWS (including ISAWS), WDTIP and SFIS Projects that affect customer departments; and provides high-level technical advice on a wide variety of complex and sensitive information technology issues. The Deputy Director represents the OSI Directorate in hearings, legislative committee meetings and control agency meetings; acts as the primary policy liaison with other federal, state and local government groups and private organizations. The Deputy Director oversees the development and implementation of sensitive, complex and critical automation policies and procedures, and the development of processes, standards, and procedures to develop, maintain, and operate Project systems more efficiently and effectively. The Deputy Director ensures timely and cost-effective system development, implementation, and operation and continually evaluates processes for future policy and procedure revisions.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Applicants will be screened on the basis of knowledge, abilities, experience, and potential to meet the following desirable qualifications:

#### **KNOWLEDGE OF:**

1. OSI's policies, strategies and operational needs, and a general understanding of the Information Technology (IT) needs of the projects in the OSI portfolio.
2. The State of California and the Health and Human Services Agency's stakeholders' business needs and their organizational, political, administrative, and fiscal environments to understand potential impacts of issues and parameters of potential solutions.
3. Best practices in IT management, including: project management; service-level agreements; managing; risk assessment and mitigation; facilitation and negotiation techniques to promote collaboration among diverse groups; managing scope, strategies, tasks, critical milestones, schedule, budget, technologies, roles and responsibilities of all parties in the administration of contract terms and conditions; state budget/fiscal processes for IT projects; state and federal control agency requirements for project approval and oversight.
4. Federal guidelines, state expenditure reporting, and generally accepted accounting practices; good financial business practices and analysis.

#### **ABILITY TO:**

1. Represent the department in meetings with control agencies, external customers, suppliers, and vendors.
2. Anticipate and manage complex budget and financial issues to ensure uninterrupted support to the Project.
3. Achieve departmental and project goals and objectives in a timely and cost-effective manner.

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

1. Work experience managing a medium-to-large sized staff - including subordinate managers.
2. Excellent interpersonal skills and the ability to effectively communicate verbally and in writing.
3. Ability to develop new approaches to the management of IT and administrative programs.
4. Ability to build and maintain effective working relationships, including gaining the confidence and trust of individuals in key positions.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Statewide Automated Welfare System Organization**, with the **OFFICE OF SYSTEMS INTEGRATION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of an application, resume, and Statement of Qualifications screening. A screening committee will independently rate each applicant's qualifications, experience and education for the position against specific job-related evaluation criteria developed from the minimum and desirable qualifications. The Statement of Qualifications will be used as documentation of the ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Based upon the screening committee's evaluations, interviews may be conducted with the most qualified candidates.

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill this position.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. The font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

OFFICE OF SYSTEMS INTEGRATION, Human Resource Services  
2525 Natomas Park Drive, Suite 200, Sacramento, CA 95833  
Renee Evans | 916-263-3261 | [Renee.Evans@osi.ca.gov](mailto:Renee.Evans@osi.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF SYSTEMS INTEGRATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>